



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTANT TRAINEE or ACCOUNTING OFFICER, SPECIALIST

\$3,240 - \$3,751 (AT) or \$3,841 - \$4,670 (AO)

ACCOUNTING SERVICES BUREAU

SACRAMENTO

RESPONSIBILITIES: Under the supervision of the Accounting Administrator I (Supervisor), the incumbent performs professional accounting duties in the maintenance and reporting of financial records for specialized agency activities for the Tax and Securities Section. Duties include: monitors timely filing and processing of insurance companies tax returns and payments, i.e. monthly, quarterly, annual payments of Surplus Line tax, Premium tax, Ocean Marine, Retaliatory tax, Home and Title insurance tax; analyzes company tax records for possible non-payment and erroneous tax payment; audits the simple insurance tax returns for accuracy and compliance with the Revenue and Taxation Code and California Insurance Code; generates reports to prepare and calculate tax penalty and interest assessments on delinquent payments and non-use of EFT for surplus line brokers and insurers; prepares assessment letters to companies with delinquent payments and non-use of EFT within 30 days after the payment due date; analyzes the reported tax payments, identifies and resolves discrepancies between CDI tax payment records and SCO.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Have excellent communication and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

WHO MAY APPLY: Applications will be accepted from current State employees at the Accountant Trainee or Accounting Officer, Specialist, level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Accountant Trainee #192-4179-xxx" or "Accounting Officer, Specialist, #192-4546-005" on the State application.** For additional information, please call (916) 492-3351 or e-mail Tina.Brown@insurance.ca.gov.

DO NOT SUBMIT APPLICATIONS TO THE CalHR

02/26/13 tb

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF
RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
AGE OR SEXUAL ORIENTATION.



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FINAL FILING DATE: March 8, 2013 – Close of Business (5:00 pm)

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

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